

DEPARTMENT POLICY

The client is responsible for obtaining any requested verifications needed to determine eligibility. Use the DHS-3503, Verification Checklist, to inform the client of what verifications are needed at application and redetermination. You may also choose to use the form at case changes. All verifications must be included in the case record.

See BAM 210, Redeterminations/Ex Parte Review, for policy regarding verification at redetermination.

Verification Timeframes

The client is allowed a full 10 calendar days from the date verification is requested (the date of request is not counted) to provide the requested information. If requested, at least one extension must be given if the client cannot provide the verification despite a reasonable effort. For active cases, Bridges will allow timely notice if verifications are not returned.

Note: Two 10-day extensions must be given to a client whose CDC redetermination materials are not returned or are returned as incomplete, resending VCLs after each verification due date. The client is not required to request the extensions.

Verifications At Application

The following is required prior to opening CDC on Bridges:

- Verify the **identity** of the applicant and authorized representative, if any; see BEM 221, Identity.
- Verify the client's address; see BEM 220 for acceptable verifications.

- Obtain the **Social Security number (SSN)** of the CDC grantee. Do **not** deny eligibility solely because you are unable to obtain the SSN.
- Verify the **alien status** for each child needing care that **is not a U.S. citizen**; see BEM 225, Citizenship/Alien Status.
- Verify the need for CDC; see BEM 703, including:
 - Documentation of need for children over age 12 who need care (court order or a physician's statement).
 - Documentation of the need reason for EACH parent/substitute parent.
- Verify all countable income, if CDC Income Eligible group; see BEM 500-504.

Note: When income eligibility is established in the first pay period of an application **and** a change in income is reported, the income change is not required to be verified for approval of subsequent pay periods.

- Verify presence of children, only if questionable.
- Verify need hours.
- Verify the client is using an enrolled and eligible provider.

Verification Prior to Assigning Provider to Case

Use the DHS-4025, Child Development and Care Provider Verification, to verify the child(ren) in care, the date care began, where care is provided and the provider's relationship to the child(ren). This form must be signed by both the parent and all provider types (centers, homes, unlicensed) and is required:

- Before adding a provider assignment to a child.
- When there is a break in a provider's assignments.

LEGAL BASE

Child Care and Development Block Grant of 1990, as amended,
Public Act 6 of 2014
45 CFR Parts 98 and 99
Social Security Act, as amended, Titles IV A, IV E, XX